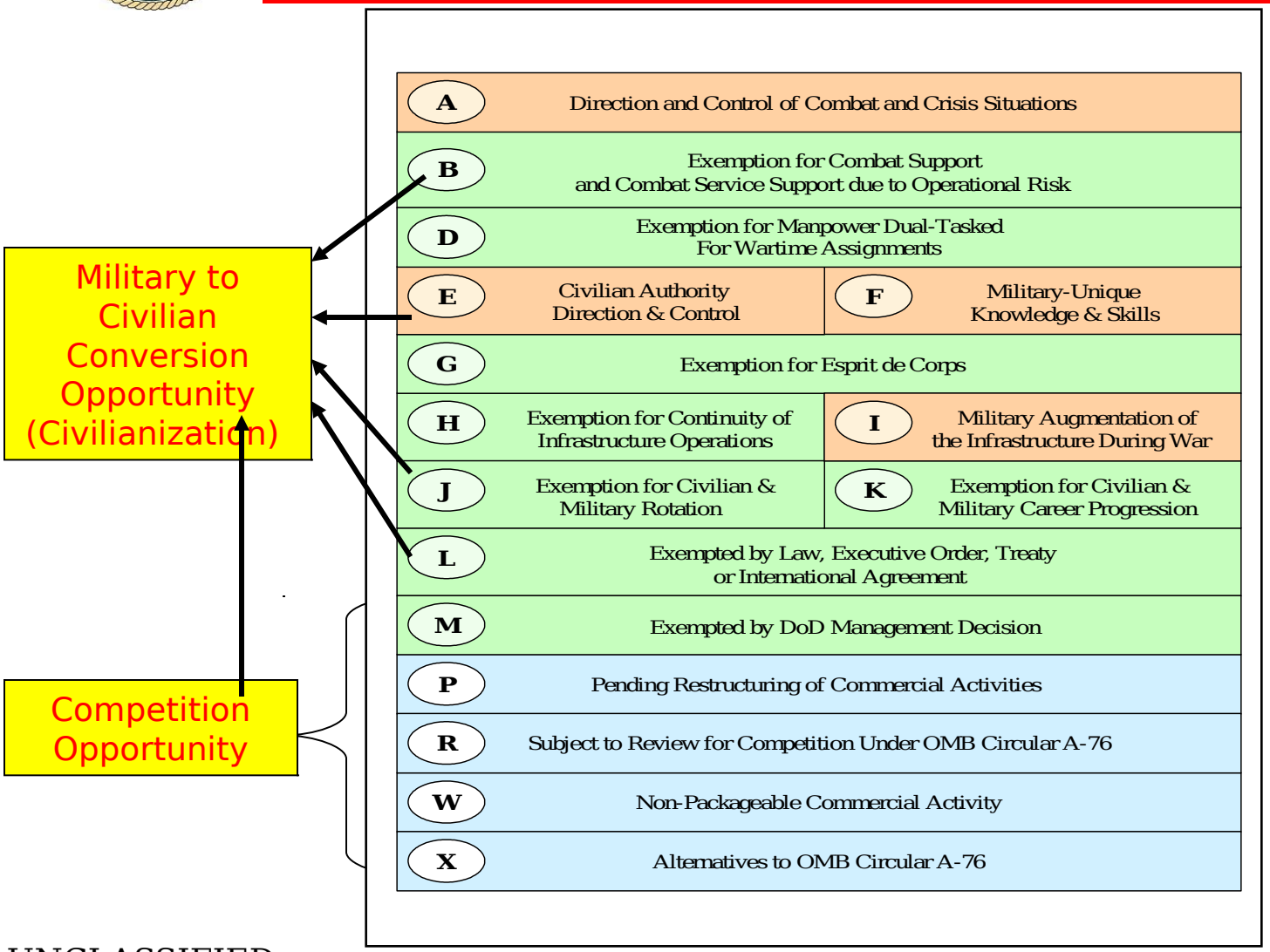
Inherently Governmental & Commercial Activities Inventory Coding Concepts For 2012

HQMC

M&RA

Purpose

- **To provide background and guidelines for coding the 2012 Inherently Governmental and Commercial Activities (IG/CA) Inventory**
- **These guidelines, in conjunction with DoD guidance, should provide for more appropriate and consistent coding across the Marine Corps**
- **USMC IG/CA Inventory be coded based on DOD guidance**
- **DoDInst 1100.22 Guidance for Determining Workforce Mix**
- **Coding will be completed at HQMC Mil-Civ Working Group level for FY12**


Military to Civilian Conversion Opportunity (Civilianization)
Competition Opportunity
A Direction and Control of Combat and Crisis Situations
B Exemption for Combat Support and Combat Service Support due to Operational Risk
D Exemption for Manpower Dual-Tasked For Wartime Assignments
E Civilian Authority Direction & Control
F Military-Unique Knowledge & Skills
G Exemption for Esprit de Corps
H Exemption for Continuity of Infrastructure Operations
I Military Augmentation of the Infrastructure During War
J Exemption for Civilian & Military Rotation
K Exemption for Civilian & Military Career Progression
L Exempted by Law, Executive Order, Treaty or International Agreement
M Exempted by DoD Management Decision
P Pending Restructuring of Commercial Activities
R Subject to Review for Competition Under OMB Circular A-76
W Non-Packageable Commercial Activity
X Alternatives to OMB Circular A-76

KEY

- Inherently governmental
- Exempt
- Reviewable

General Coding Guidelines: Manpower Mix Criteria

- **A *(Military Operations) - Requires HQMC approval****
  - Operating Force Personnel, primarily Mxxx function codes
  - OccFld 58xx (Military Police and Corrections)
  - Restricted to Marines only
  - TIARA billets (GDIP – masked function/location/NFIP – stripped out)
  - Civilian Marines assigned to OpFor deploying billets
- **B *(CS and CSS due to Operational Risk) - HQMC***
  - Operating Force Personnel, primarily CS/CSS function codes, with high likelihood to be in a hostile fire area
  - Restricted to Marines only (unacceptable risk to Civilian-Marines or contractors
  - Security of nuclear weapons and other captured munitions
  - Can be designated Exemption for Civilian Marines only if contractors unable to perform due to unacceptable risk

*** Codes reserved for HQMC approval requires justification**

General Coding Guidelines: Manpower Mix Criteria

- **D** ***(Exemptions for Mil and Civ Wartime Designations (Dual Status)) - HQMC***
  - Designated infrastructure billets not required to be military which are replaced with civilians, contractors, or reserves during mobilization.
  - Postal and Exchange billets
- **E** ***(Civilian Authority Direction and Control of DoD)***
  - There is no military requirement to accomplish the function
  - Inherently governmental position for oversight and management
  - Military in these positions are conversion candidates
  - Likely assigned to E-5 or GS-11 and above
- **F** ***(Military Unique Knowledge and Skills)***
  - Used only when performance of the position requires military training and current military experience
  - Instructors at primary MOS producing schools/DI's/SOI/Recruiting/MSG, etc
  - SEP

General Coding Guidelines: Manpower Mix Criteria

- **G** ***(Exemptions for Esprit de Corps and Military Support)***
  - For military presence or image (e.g. bands, recruiters, exhibition units, museum tour guides, honor guards, chaplains and permanent military professors)
- **H** ***(Continuity of Infrastructure)***
  - Where non-military unique knowledge and skills is essential to be maintained for the timely response to and sustainment of support during crisis, mobilization or war.
  - Military coded “H” are conversion candidates
  - **Civilian Police filling converted MP billets will be coded H**
- **I** ***(Military Augmentation of Infrastructure Activities During War) - HQMC***
  - Military Reservists or IMA billets
- **J** ***(Civilian and Military Career Rotation) - HQMC***
  - Work could be performed by the private sector
  - Infrastructure billets required for rotation to keep a balanced perstempo as approved by component authority based on formal USMC policy
  - Likely assigned to E-5 or GS-11 and above

General Coding Guidelines: Manpower Mix Criteria

- **K (*Civilian and Military Career Progression) - HQMC***
  - Work could be performed by the private sector
  - Infrastructure billets required for career development as approved by component authority based on formal USMC policy
  - Billets found in either E (civilian) and F (military) requirements
- **L *(Restricted by Law, Executive Order, Treaty or International Agreement)***
  - e.g. fire and emergency services
  - Not covered by one of the higher codes. Considered reviewable if restriction is lifted.
  - Reference statute restricting sourcing decisions
  - Military in these positions are conversion candidates unless restriction requires military in the position
- **M (*Restricted by DoD Management Decision) - HQMC***
  - No used in USMC

General Coding Guidelines: Manpower Mix Criteria

- **P (*Pending Restructuring of Commercial Activities) - HQMC***
  - Restricted to work in a function that has been deferred from a cost comparison or direct conversion pending the results of an approved base closure, functional realignment, or consolidation actions.
  - If work remains in-house it remains a competition candidate
  - For Military Police billets (bases and stations) that will be converted after FY09

- **R *(Subject to Review for Competition under A-76)***
  - The MROC approved the following commercial activities in the supporting activities as competable and therefore generally coded as “R”.
    - Supply, Transportation, Fuel Storage and Distribution, Voice Communications, Data Services, Ground Electronics, Utilities Community Services, Laundry Services and Facilities Support.
  - Commercial Function subject to review, under review, or already reviewed
  - Primary source of competition candidates

- **W (*Nonpackagable Commercial Activity) - HQMC***
  - Conversion Candidate

General Coding Guidelines: Manpower Mix Criteria

- **X (*Alternative Candidates to A-76) - HQMC***
  - Exempt from A-76 regulations, not competition or divestiture, e.g. depot maintenance not covered by code “L”
  - MCNAFAS billets still awaiting conversion

General Coding Guidelines: Specific Functions (Mil or Civ)

- **Depot Maintenance**: For civilians, "E" code is restricted to primarily K410-K999 and only at Barstow and Albany. Other appropriate codes are "H" or "L" as appropriate. For military using these codes, "E" will be used to designate billets for civilianization. If military is required for management, use code "F". For other K function codes, where military billets are occupying non-management billets, use codes "H" or "L" as appropriate. HQMC will recode billets required for rotation/progression .
- **Depot Support**: Generally coded “R” but may be required under continuity of infrastructure (code “H”) or restricted by Mgt decision (Code “M”), nearly all would be conversion/competition candidates
- **Wholesale Supply (T120):** Product managers making decisions on procurement and distribution in the supply chain management should be coded “E”. Other, non-inherently governmental support should be coded “R”. Only where military unique knowledge and skills are required in management roles, billets should be coded "F". All remaining military should be coded with appropriate civilian codes. HQMC will recode military 'J' or 'K' as necessary. Depot Maint supply is coded T110, not T120.

General Coding Guidelines: Specific Functions (Mil or Civ)

It is likely that correct coding can be accomplished based on guidance and a few rules of thumb

- **Military Instructors:** Marines train Marines - it is a core function required to train Marines – Code F.
- **Secretaries:** Generally coded “R” however specific exemption may be made for Base commander’s secretaries where personal service’s legal restrictions making this “L”
- **Admin:** Should be “R” unless needs to have military training and current military knowledge and skill (code “F”), Codes “J”, “K” or “D” assigned by M&RA.
- **Environmental:** Only Management of Environmental programs is restricted by law. Other codes apply however all would likely be conversion candidates

General Coding Guidelines: Specific Functions (Mil or Civ)

- **Warehousing and Storage (T130):** T130 applies to warehousing and storage of wholesale supply goods (T120) Warehousing and storage of Retail Supply is coded T110. Generally "R".
- **Contracting (MOS 8056/57/58):** Code "E" if work directly commits the government and "F" only if it can be shown to require military presence. Conversion candidate.
- **Foreign National Security Guards (Series xxx):** code "L" as they are restricted by law.
- **MCCS:** Generally coded "R" however a high percentage of APF billets are in oversight and coded "E" due to the fact that they oversee APF, NAF, and contractor work.
- **Installation Commanders:** Code "F" unless higher code applies. S200 would be the Functional Coding generally applied.
- **Exchange Officers (MOS 4130) and MWR Specialists (4133):** Code as "G", Esprit de Corps
  - Note: Most functions, including commercial functions, require some element of oversight. These billets should continue to be coded as inherently governmental (codes A, E, F and I). Inherently governmental coding does not limit competitive sourcing should the entire function be under study.

Functional Coding

- **General:** Functional coding is based on the business unit served not the specific billet activity. (example: a supply tech working for a school would be coded with that school's coding)
- **Functional Coding based on the product or service for which the billet contributes effort**

Specific Coding Guidelines: Retail Supply (T110)

- **Retail Supply (T110)**:
  - T110 is an all inclusive function code that includes numerous activities such as garrison property management, aviation supply, Central Issue Facility (CIF) operations, Consolidated Storage Facility (CSF) operations, and garrison intermediate-level retail supply operations.
  - Garrison intermediate-level retail supply operations are those activities performed at an installation, base or facility that hold and issue supplies and equipment (e.g. DSSCs) to consumers of supplies and equipment. **All garrison intermediate-level retail supply billets should be coded 'P'.**
  - Unit-level supply operations are those activities that consume supplies and are often erroneously coded as supply (T110). **These billets should not be coded T110** and be coded with their unit functional coding, i.e. transportation maintenance.
  - **All other retail supply activities should generally be coded 'R'.**

Example of Function Coding:

- Within H&HS MCAS New River there is an Air Traffic Control Branch (ATC)
- The function of ATC within H&HS is air traffic control
- Within the ATC Branch there is a ATC Training Clerk billet which supports the branch therefore that billet is coded T826 (Air Traffic Control)
- Under the ATC branch there is a Radar Section which maintains the radars at the airfield.
- The billets within the Radar Section are coded Z992 **(Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing)**
- The function of this section is to maintain the equipment (this is defined within the DOD guidance)

Example of Function Coding:

- The School Of Infantry provides “specialized training” to

  Marines.

  -All billets within the School of Infantry support the efforts of “specialized training” U300 function code

  -Billets in the Administrative section support the “specialized training” therefore they are coded U300